

Transmittal Letter Format

Instructions

The letter **MUST** be:

1. Copied verbatim except for the sections in parentheses and italicized. In those sections, add specific information.
2. Prepared on the Registrant company letterhead. The format will satisfy the requirements of 22 CFR 122.2(b) when there is no conviction, indictment or ineligibility to declare. If any such considerations apply, their full particulars must be provided in the body of the letter.
3. Signed by an authorized senior officer that is listed in Block 7 of the DS-2032 form.
4. Prepared using the same business legal name as that in the documentation of incorporation (e.g. business license, articles of incorporation).
5. Included with new registration packages, renewal packages (and material change notifications).

Postal Mailing Address:

U.S. Department of State

Directorate of Defense Trade Controls
Compliance & Registration Division
2401 E Street NW, SA-1, Room H1200
Washington, DC 20522-0112

Express Mailing Address and Courier Delivery Service:

U.S. Department of State

Directorate of Defense Trade Controls
Compliance & Registration Division
2401 E Street NW, SA-1, Room H1200
Washington, DC 20037

Dear Ms. Studtmann:

In compliance with 22 CFR 122.2(b)(1) and (b)(2), I hereby state that I am an authorized senior official of *(insert the name of the Registrant as listed in Block 1 of the DS-2032 form)*. Furthermore, I hereby state that:

Neither the intending registrant, chief executive officer, president, vice-presidents, other senior officers or officials (e.g., comptroller, treasurer, general counsel) nor any member of the board of directors:

(i) has ever been indicted for or convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27; or

(ii) is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from, any agency of the U.S. Government.

In accordance with 22 CFR 122.2(b) (2), I state that *(insert the name of the Registrant as listed in Block 1 of the DS-2032 form)* is neither owned nor controlled by foreign persons (as defined in 22 CFR 120.16) *(and if owned or controlled by foreign persons, enter that explanation of ownership and control here, and pay particular attention to foreign persons, or their representatives, referenced in 22 CFR 126.1)*.

(Signature, in ink, of Senior Officer as their name appears in Block 7 of DS-2032 form. Also print full name and official title).